

## Policy for Safeguarding Customer Information

Definition: Customers are prospective students and students who apply to attend the schools. Customers apply for private or government grants or loans to finance their educations.

Nonpublic personal information is:

- Your name, address, and social security number
- Name of your financial institution and account number
- Information provided on your application to enroll in (name of school)
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Our academies are committed to implementing a comprehensive information security program to maintain and safeguard your nonpublic personal information against damage or loss. Records for prospective students who are not accepted or who do not enroll in our schools shall be held indefinitely in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. Our schools shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information. You may "opt out" of disclosure of this information to parties other than those with a right to it by notifying the school Director in writing.

We do not sell your personal data, or the personal data of your end users. We also do not allow any personal data to be used by third parties for their own marketing purposes (except in cases where you explicitly request or provide consent for us to do so, such as at a conference when you direct us to share your information with a sponsor).

However, we do need to share it in some circumstances. These may be to provide you services (e.g., to route a call or send an email), or when necessary for our suppliers to provide services to us, or for another reason.